



**SCIENTIST PROFESSIONAL ADVISORY COMMITTEE
(SCIPAC)**

**STANDARD OPERATING PROCEDURES OF THE
SCIENCE SUBCOMMITTEE**

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SciPAC Science Subcommittee Standard Operating Procedures

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I. PURPOSE

The goal of the Scientist Professional Advisory Committee (SciPAC) Science Subcommittee (SC) is to support the SciPAC on issues related to science. As stated in the SciPAC Standard Operating Procedure (SOP), the Science SC shall elevate science and the stature of science in the USPHS Commissioned Corps.

The responsibilities of the Science SC include but are not limited to the following:

1. Demonstrate how Scientist officers directly contribute to the priorities of the Office of the Surgeon General (OSG).
2. Annually administer, analyze, and disseminate results from the State of the Scientists survey.
3. Compile and maintain an active list of Scientist officers' scholarly works to help highlight the work of Scientist officers and demonstrate added value to PHS via our duty station and response work.
4. Coordinate a teleconference seminar series focused on emerging research and practical science skills.
5. Maintain a database of Scientist officers' areas of scientific and public health expertise.

The purpose of this SOP is to (1) describe the duties and responsibilities for members of the SciPAC Science SC and (2) provide detailed information on the operations and procedures currently employed by this SC.

II. GOVERNING BODY AND OFFICERS

a. Organization

i. Structure

The SC will consist of a Chairperson (hereafter known as Chair), one or two Co-Chairperson(s) (hereafter known as Co-Chair), a group of SC members divided into Teams, and a Website Liaison.

ii. Size

The SC will consist of at least 10 members including the Chair, one or two Co-Chairs, Team Leads, Team Members, and a Website Liaison.

iii. Representation

The SC shall make efforts to ensure that members from multiple agencies, ranks, geographic locations, professional disciplines, and demographic categories are represented on the SC.

b. Officers – Roles & Responsibilities

i. Chairperson

The Chair is responsible for organizing, leading, and ensuring that the SC achieves its goals for the operational year. The Chair shall:

- Identify the Science SC vision/objectives for the year.
- Establish the structure of the SC roster and the Teams needed to complete the goals for the upcoming year.
- Recruit SC members and Team Leads/Co-Leads.
- Review documents prior to dissemination.
- Determine the agenda for, schedule, and preside at scheduled meetings of the Science SC.
- Oversee all Science SC activities; represent the Science SC at SciPAC meetings.
- Respond to all requests and concerns from the SciPAC Executive Board, the Chief Scientist Officer (also called Chief Professional Officer; CPO for this document); and Scientist officers.
- Inform the response of the SciPAC Executive Board and CPO when they are called upon to engage with OSG or other offices/agencies on issues of science in public health.
- Work with the Science SC Website Liaison to ensure the SciPAC website accurately reflects the work and events under the Science SC purview.
- Compile and deliver monthly oral and written updates on SC activities for the SciPAC monthly meeting.
- Ensure completion of SC goals.
- Designate activities and responsibilities to Co-Chair(s) as needed.
- Prepare an annual report of SC activities at the end of the operational year.
- Ensure Letters of Appreciation are distributed to SC members at the end of the operational year.

ii. Co-Chair(s)

The Co-Chair(s) shall aid the Chair with responsibilities to ensure that the SC achieves its goals for the operational year. The Co-chair(s) shall:

- Act in the absence of the Chair with all rights and responsibilities as specified in Section II.b.i.
- Assist the work of the SC Teams and Website Liaison.
- Fulfill other duties as assigned by the Chair.

iii. Website Liaison

The website liaison shall serve as the liaison between the Science and Website SCs to ensure the SciPAC website accurately reflects the work and events under the Science SC's purview. The website liaison shall work with the Chair and Co-Chair(s) to:

- Submit all events/deadlines for the Science SC to the Website SC.
- Ensure the Science SC's page on the SciPAC website has accurate and up-to-date information and documents.
- Provide relevant announcements for the SciPAC homepage.

iv. SC Team Leads

SC Team Leads/Co-Leads manage the activities of the Team, schedule Team meetings as needed, ensure Team tasks are completed, manage and delegate work to Team members, and provide monthly updates to the Chair. Updates will be used to track Team progress and to inform the Scientist officer community about the Team's work and recent developments during monthly SciPAC calls.

v. SC Team Members

SC members shall serve on one or more SC Teams.

III. OPERATIONS AND PROCEDURES

a. Meetings

The meetings for the Science SC shall be convened as needed at the discretion of the Chair or upon recommendation of the SC members. Additionally, Team Leads/Co-Leads may choose to hold Team calls, one-on-one calls with the Chair and Co-Chair(s), and/or other Teams.

b. Teams

The Chair will develop Teams, as necessary, to support the Science SC goals for the operational year. At minimum, Teams will consist of a Team Lead. The Team Lead may designate a Co-Lead and solicit additional volunteers as needed in coordination with the Chair and Co-Chair(s).

i. State of the Scientists (SoS) Survey

- The Team shall annually revise, administer, and analyze the SoS survey. To maintain relevance and impact of the survey, the Team shall consider incorporating revisions based on feedback/requests from across the SciPAC; this may include but not be limited to suggestions collected from SCs, the Executive Board, and CPO prior to survey fielding.
- The Team shall field and administer the SoS survey within the first quarter of each calendar year.
- The Team shall aim to present SoS results to the PAC (e.g., SciPAC monthly meeting, short reports, collaborations with other SCs) for dissemination prior to the end of the operational year.
- The Team shall use data to respond to the CPO and the PAC Chair questions/needs as they arise via their chain of command (through the Science SC Chair and PAC Chair, as appropriate).
- The Team Lead/Co-Leads shall develop a timeline and approach for executing key activities, including but not limited to the process of soliciting feedback for survey revisions, fielding the survey, and disseminating key findings.
- The Team Lead/Co-Leads shall designate team members with tasks required for programming, completion, and analyzing the data collected.

The Team Lead/Co-Leads shall work with the Website Liaison to ensure key survey findings from the current operational year are posted to the SciPAC website.

ii. Bibliography and Publications

- The Team shall compile and maintain an active list, by calendar year, of all Scientist officers' scholarly works, including publications and presentations.
- The Team Lead/Co-Leads shall work with the Visibility SC to streamline the efforts of the two SCs to collect and highlight scholarly works by Scientist officers, through methods such as web searches and direct solicitation.
- The Team Lead/Co-Leads shall work with the Website Liaison to ensure the draft and final bibliographies for each calendar year are posted to the SciPAC website. This process should be completed towards the end of the operational year during which the bibliography was compiled.

iii. Research and Practice

- The Team shall coordinate webinars, generally alternating between two formats:
 1. Journal Club - Scientist officers discuss current public health issues and research based on a recent peer-reviewed research article, and
 2. Science and Practice - aims to build professional skills and understanding in areas where Scientist officers may lack formal training.
- The Team shall aim to hold at approximately four total webinars per calendar year.
- Webinars shall vary in topic, feature a diversity of Scientist officers, and be of broad interest to the PAC or fellow Commissioned Corps Officers (e.g. including priority areas of the OSG).
- In the beginning of each operational year, the Team shall begin identifying potential topics and volunteer presenters for webinars; this outline and timeline shall be shared with the SC Chair and Co-Chair(s) for further review.
- A designated Team member shall lead and coordinate the presentation with each presenter.
- The Team shall document the number of officers attending webinars and by the end of each operational year, issue certificates of participation to verified attendees upon request, and issue letters of appreciation to presenters.

iv. Surgeon General's Priority Engagement for Evaluation and Research Support (SG-PEERS)

- The Team shall demonstrate the relevant expertise of Scientist officers and how their work may directly contribute to the priorities of the OSG, such

as through the assembly and maintenance of a Scientist officer database featuring their areas of public health expertise. Examples of associated activities and products may include but not be limited to: communities of practice, publications, presentations, and newsletter articles.

- The Team Lead/Co-Leads shall work with the Website Liaison to ensure relevant materials and events are posted to the SciPAC website and/or listserv as appropriate.
- The SC Chair shall work with the Executive Board to ensure that relevant findings or products are sent to the CPO for use in briefing OSG.

IV. SC MEMBERSHIP

a. Requirements

Science SC members must be a PHS Commissioned Corps Officer and meet the eligibility requirements for initial appointment to the Scientist category. Scientist officers who are interested in the Science SC should respond to the annual call for new members.

To be considered a Science SC member in good standing at the end of the operational year, members must fulfill the following:

- i. Members shall substantially support the duties and responsibilities of the Science SC, attend SC and Team meetings, and provide written or oral feedback as requested.
- ii. Team Leads are expected to contribute to the monthly report for their Team at the request of the SC Chair when compiling the report.

The SC Chair is responsible for determining the standing of each member based on the contribution to their Team. Each Team Lead will be asked to provide input on the Team members' contributions for the operational year.

b. Letter of Appreciation (LOA)

Per the SciPAC SOP, all Science SC members in good standing will be formally recognized for their contribution to the SC with an LOA from the SciPAC Chair and CPO at the end of each SciPAC year, which the officer may place in their eOPF. Team Leads will provide the SC Chair/Co-Chair(s) the names of SC Team members who should be recognized with an LOA.

V. TRANSITIONING

a. Incoming Chairperson and Co-Chairperson Preparation

The outgoing Chair/Co-Chair(s) shall schedule a meeting to debrief the incoming Chair/Co-Chair(s) on SC standard operating procedures, current projects, and related files/documents (including an annual report of activities, membership roster, and description of current Teams) before the new operational year begins. The meeting may also include any recommendations or suggestions for improvement, unfinished

projects, and current and future SC goals. The outgoing Chair/Co-Chair(s) will be available for inquiries as needed.

b. Incoming Chairperson and Co-Chairperson Expectations

At the beginning of the operational year, the incoming SC Chair will:

- i. Meet with the SciPAC Chairperson to determine priorities, new initiatives, and objectives for the new operational year.
- ii. Determine the need for additional SC members to ensure that the membership reflects the number of officers necessary to fulfill the SC's requirements and goals for the coming operational year.
- iii. Ensure all Teams have at least one Lead and a sufficient number of members.
- iv. Send a call for new SC members to the SciPAC listserv, if needed, within the first month of appointment.
- v. Hold an "All Hands" meeting to brief new and returning members on the responsibilities of the SC, membership requirements, and timelines for Team goals and objectives.

VI. REFERENCES

- Scientist Professional Advisory Committee Standard Operating Procedures

VII. ATTACHMENTS

- None